

Business Advisory Group Meeting

Meeting Notes

09/26/19

PRESENT

BCOE:

Travis Haskill
Lisa Anderson
Aaron Benton

DISTRICTS:

Ruthie Anaya, Palermo	Marie Hartman, Chico
Susan Watts, Oroville High	Heather Naylor, Gridley
RJ Anderson, Durham	Cody Walker, Thermalito
Christy Patterson, JPA	

TREASURERS:

Business Advisory Group

1. Additions to the Agenda

- a. Project serv – Travis Haskill
 - i. funding is for costs already incurred. You will need to provide backup documentation for expenses. Restart grant is a separate application and is for events afterward.
- b. Special Ed Preschool Grant – Travis Haskill
 - i. Info from CDE--CDE will use 12.01.18 CASEMIS pupil count to calculate funding. Funding will be based on district of residence. CDE put out an estimate of \$9,010 per pupil. Funding is unrestricted, use 0000 resource, object 8590. Consider these one-time funds. It is recommended to offset a contribution you're making to special education.

2. J13-A and Planned Power Outage – Travis Haskill

- a. Planned power outage events would be covered by J13-A. Mary Sakuma will declare a local emergency for school districts. There is the requirement that if a district has built in emergency days, they must use those days before requesting an emergency day from CDE. Regarding parents that keep kids home and weather that can be an excused absence, Superintendent's discretion can be used when determining whether this is an excused absence or not.

3. ADA Correction Time Limit Proposal from CDE – Travis Haskill

- a. Currently there is no time limit on submitting ADA corrections. CDE has proposed creating a cap on ADA corrections. The proposed time frame would be 3 years from the beginning fiscal year date of the year to be corrected. Currently, this is just a proposal. If it goes into effect, it would be 7/1/21.

4. Escape Committee Questions – Roundtable Discussion

- a. Users can set favorite reports and others can view any user's favorites. The user would need to go to Report Favorites, click on the drop-down bar to change the user and type in the other persons' username to view their favorite reports. It is not clear if reports can be shared between districts.
- b. HRA (human resource authorizations)-Chico has tested some HRAs, they are expensive, Escape requires the user to do the work themselves.
- c. Christy Patterson to explore with Jan the potential for SISC updates to be handled through HRA or Employee portal with Escape.

5. ESSA Per Pupil Expenditure Reporting – Lisa Anderson

- a. CDE is working on a web-based data collection application for this. Their hope is that it will be released in November of this year. It will allow for manual data entry or CSV file upload. Once it is released, LEAs will have three months (at minimum) to submit the data, but CDE may allow for more. This doesn't replace any SARC reporting. The goal is, CDE would take data and publish it on their website. Why? Transparency. This is regarding 18/19 unaudited actuals.

6. Special Ed Maintenance of Effort (MOE) Exemptions – Travis Haskill

- a. There are four qualifying events that can lower MOE:
 - i. Voluntary departure by retirement or otherwise
 - ii. Decrease in enrollment in students with disabilities
 - iii. Termination/obligation to provide a special ed program to a student
 - iv. Termination for costly expenditure for equipment/costly service.
- 7. **Payroll Holding Account Liability Object Codes in Escape – Roundtable Discussion**
 - a. BCOE is making an effort to establish new procedures around reconciling the payroll holding account. BCOE is proposing adding payroll liability accounts to make this reconciliation easier. System Support would like District's to follow suit for consistency purposes. None of the District's present had any objections to this.
- 8. **Retirement Default for Setting Up New Employees in Escape – Travis Haskill**
 - a. A default setting was added when setting up new employee. Now when PERS/STRS is selected it will auto default to 'new member' even if the member should be a classic member. District should be updating this during setup if necessary. BCOE has been seeing a large amount of corrections needed as a result of this. Please remind staff performing new employee setup to be conscious of this. Travis will send out an email with more specifics.
- 9. **BCOE New Security Procedures - Lisa Anderson**
 - a. BCOE is working on upgrading safety features, the Lincoln Center building is having glass security doors installed at the lobby entrance to the office which you will need a badge to get in. The Bird Street main building is having the glass doors replaced which will require you to badge in or be let in by the receptionist. BCOE will have a list of those invited to meetings who will be allowed in ~~for meetings~~. Protocol for guests stopping by to get mail or other business has not yet been confirmed. Lisa will check on ~~propose~~ the idea of giving CBOs badges.
- 10. **Health and Welfare Contribution and Board Member Compensation - Travis Haskill**
 - a. Does health and welfare contributions made by Districts on behalf of board members count towards the minimum compensation limits specified in Ed Code for Board Members? SSC confirmed that EC Section 35120 which outlines salary compensation limits for board members for Districts does not include Health and Welfare contributions. Government Code 53208.5 outlines health and welfare contributions made for board members and says that board members are allowed to have a contribution to their health and welfare benefits to the district that is no greater than the most generous contribution offered to a regular non-safety employee of the district. However, the California Attorney General has opined school districts are not allowed to offer board members the option to take cash in lieu of benefits. Travis will send out article.
- 11. **Unaudited Actuals Timeline Reminder – Travis Haskill**
 - a. DAT files and SEMA/SEMB forms as well as charter ALT Forms are due to Travis by 10/1/19. Please be sure to send Travis the signed certification. Excess Cost forms are due to Travis by 10/15/19.
- 12. **19-20 First Interim Budget Criteria – Travis Haskill**
 - a. Criteria provided by Travis Haskill
- 13. **Laserfiche- Lisa Anderson**
 - a. Lisa has sent a letter to terminate Laserfiche.

HANDOUTS/UPDATES

- 1. Agenda
- 2. 19-20 First Interim BCOE Budget Evaluation Criteria
- 3. ESSCO Subcommittee Item
- 4. Exempt Reductions to Maintenance of Effort
- 5. SSC Article Re Board Compensation

Next Meeting Scheduled for Thursday November 21, 2019 8:30 A.M. (Location Tentative – 8:30-12:00)